

MINUTES OF THE DOWNTOWN CITIZENS ADVISORY PANEL

June 26, 2017

4:00 P.M.

2nd Floor – H. Lee Dennison Building

Representatives Attending:

<u>DISTRICT</u>	<u>LEGISLATOR</u>	<u>REPRESENTATIVE</u>
1	Albert Krupski	Steven Shauger
2	Bridget Fleming	Susan von Freddi
4	Tom Muratore	Robert Martinez
5	Kara Hahn	Barbara Russell
6	Sarah S. Anker	Lori Baldassare
7	Robert Calarco	Dennis Smith
8	William J. Lindsay III	Kay Cameron
9	Monica R Martinez	Florence Joyner
10	Tom Cilmi	Robert Moses Kuri
11	Thomas F. Barraga	Donna Periconi
12	Leslie Kennedy	Gina Coletti
14	Kevin J. McCaffrey	JoAnn Boettcher
15	DuWayne Gregory	John Diliberto
16	Steve Stern	Walter Rabe
17	Lou D’Amaro	Jennifer A. Casey
18	William Spencer	Keith Barrett
County Executive Rep/Chair		Regina Zara
Planning		Peter Lambert

Representatives Absent:

3	Kate M. Browning	Jon Siebert
13	Robert Trotta	Adam Wood

Also Attending:

Heidi Kowalchyk, Contracts Management Analyst, Staff to Panel

Annette Brownell, Principal Account Clerk, Staff to Panel

Adopted: _____

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- I. Welcome: The meeting was called to order by Regina Zara at 4:05 p.m.
 - II. Consideration of the Minutes from 5/22/2017: Barbara Russell motioned and JoAnn Boettcher 2nd to approve minutes from the May meeting. Motion carried. All who were absent from the meeting abstained.
 - III. Correspondence: Regina Zara acknowledged Heidi Kowalchuk's retirement on June 29, 2017, introduced Annette Brownell to the Panel.
 - IV. Old Business: 2018 approved Capital Budget for Round 16 is \$500,000
 - V. New Business:
 - A. Round 15 Application overview - Regina Zara reported
 - a. 16 applications received; Over \$1M in grant funds requested
 - b. \$600,000 grant funds available
 - c. SCDPW project impact comments received
 - d. Planning Map designating downtowns distributed for each application
 - B. Round 15 Application review – Panel members provided overview of applications in their district. Peter Lambert reported on Maps and project area in relation to downtowns. Heidi Kowalchuk reported on completeness of applications.
- **Application 1:** Copiague Chamber of Commerce – DPW commented that application is premature due to plans to move the clock tower. Jennifer Casey motioned to disallow application, seconded by Kay Cameron. Motion passed with no exceptions.
 - **Application 2:** Downtown Beautification Organization of Center Moriches – staff to ask Bond Council if Downtown funds can be used to purchase property.
 - **Application 3:** Holbrook Chamber of Commerce is incomplete. Heidi Kowalchuk requested Town resolutions and commitment letter.
 - **Application 4:** Medford Taxpayers and Civic Association is complete.
 - **Application 5:** Port Jefferson/Terryville Civic Association is complete. Heidi Kowalchuk requested and received \$10,000 commitment letter from Questus Group.
 - **Application 6:** Cold Spring Harbor Main Street Association is complete. Keith Barrett will contact Town in regard to State DOT approval.
 - **Application 7:** Greenlawn Civic Association is incomplete. Heidi Kowalchuk requested clarification of estimate and location of proposed lights. Keith Barrett to contact Town to follow up on clarification.
 - **Application 8:** Hampton Bays Beautification Association is incomplete. Town indicated that resolutions will be put forth for vote at next meeting.
 - **Application 9:** Mattituck-Laurel Civic Association is complete.
 - **Application 10:** Brightwaters Downtown Revitalization Committee is complete.

- **Application 11:** Lindenhurst Chamber of Commerce is incomplete. Heidi Kowalchuk requested authorization to enter into easement and inter-municipal agreement. JoAnn Boettcher will follow up with Village in regard to the budget.
- **Application 12:** Greater Patchogue Chamber of Commerce is complete.
- **Application 13:** Port Jefferson Improvement District is complete.
- **Application 14:** Greater Westhampton Beach Chamber of Commerce is complete. Planning Map has to be corrected.
- **Application 15:** Jamesport Civic Association is complete. Town labor cost was removed from budget which will affect amount requested.
- **Application 16:** Town of Riverhead BID is incomplete. Heidi Kowalchuk requested 1st page of CDBG contract. Steve Shauger will get clarification as to what kind of work is being down.

C. Open Projects Report - Members were reminded to take open projects into consideration when scoring applications.

VI. Give and Take: During discussions on applications

VII. Public Portion: None

Meeting adjourned 6:30 pm

2017 Schedule of Upcoming Meetings:

(H. Lee Dennison Bldg. 2nd Floor – Planning Conference Room)

July 10

July 24

August 14 (if needed)

October 23

November 27

December 11 (Downtown Tour)